



Program Supervisor - Pretrial

Details

Job ID : 237

Title : Program Supervisor - Pretrial

Job Code : 920

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR LOCAL STAFF, CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS AND MAKING RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST INCLUDE PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- SUPERVISE ALL ASPECTS OF THE OFFICE INCLUDING STAFFING, TRAINING AND ADMINISTRATIVE FUNCTIONS
- ANALYZES, ASSISTS AND RESOLVES WORK PROBLEMS
- SUBMITS ADMINISTRATIVE PAPERWORK AS REQUIRED
- RESPONSIBLE FOR ADMINISTRATIVE CONTACT WITH DISTRICT CRIMINAL JUSTICE COMMUNITY AND PUBLIC
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS
- APPEAR IN COURT AS NEEDED
- PREPARE AFFIDAVITS OF INDIGENCY FOR THE COURTS
- MAKE RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION
- MONITOR COMPLIANCE FOR CLIENTS RELEASED WITH OCNDITIONS OR REFERRED TO AS DIVERSION